

POSITION TITLE: Administrative Assistant/Receptionist

Employment Type (FT,PT,Contract): Full Time

Rate of Pay: Negotiable

Job Location: Burlington

Hours of Work: 40

Start Date: August 2018

Application Deadline: August 17, 2018

COMPANY NAME: Raymond James Ltd. - Strong Private Wealth

Street Address: Suite 805-5500 North Service Road, Burlington, ON L7L6W6

Phone: 905-335-5223

Fax: NA

Email: karen.salisbury@raymondjames.ca

Website: www.strongprivatewealth.com

General Description of Duties:

Supporting two Portfolio Managers, the candidate must have a meticulous attention to detail, possess a positive attitude and have exceptional interpersonal skills, as they will be dealing directly with clients.

The Portfolio Managers should be able to rely on the Administrative Assistant to function in an independent and responsible manner. As a key member of the team, contributions to the success of the client relationship with the Portfolio Manager's and to the success of the Branch as a whole is important.

Specifically you will:

- **Process and follow up on security transactions and transfers;**
- **Handle incoming and outgoing phone calls with clients;**
- **Respond to requests for information;**
- **Prepare correspondence and reports;**
- **Service clients' general day-to-day requests;**
- **Foster and support client relationships;**
- **Maintain client files and other general office duties as required;**
- **Other duties as assigned.**

Skills and Experience Required:

- **High School/Post-secondary education;**
- **Completion of the Canadian Securities Course an asset but not mandatory;**
- **Excellent proficiency with Microsoft Office particularly Word, Excel, PowerPoint, and Outlook;**
- **Experience with Dataphile, Thompson 1 or Market Q quote system and CRM an asset;**
- **Excellent oral and written communication skills;**
- **The ability to exercise tact and discretion, as well as handle confidential information.**
- **Strong organizational skills;**
- **Meticulous attention to detail;**
- **Superior problem solving skills;**
- **The ability to exercise tact and discretion, as well as handle confidential information;**
- **The ability to work in a team environment and demonstrate a professional and friendly manner.**

How to Apply:

If you would like to join our team, please email a resume and cover letter by August 17, 2018 to karen.salisbury@raymondjames.ca

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company, including but not limited to a credit and criminal record check. Employment is contingent on the satisfactory completion of a pre-employment background check. Raymond James Ltd. recognizes the value of a diverse workforce and appreciates the unique skills and special contribution of each employee. We are committed to accessibility for candidates through all stages of the recruitment process.

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